



**MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, August 26, 2013**

Present:

Mayor Blomberg	Trustee Brandt
Trustee Feldman	Trustee Grujanac
Trustee McDonough	Trustee Servi
Trustee McAllister	Village Clerk Mastandrea
Village Treasurer Curtis	Village Attorney Simon
Village Manager Burke	Chief of Police Kinsey
Finance Director Peterson	Director of Public Works Hughes
Director of Community Development McNellis	Assistant to the Director of Public Works Woodbury

ROLL CALL

Mayor Blomberg called the meeting to order at 7:38 p.m. and Village Manager Burke called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of August 5, 2013 Special Committee of the Whole Meeting Minutes

The minutes of the August 5, 2013 Special Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Consideration and Discussion of Referral of a Text Amendment to Chapter 14, Administration and Enforcement, of Title 6, Zoning, of the Lincolnshire Village Code, to define the Village's Zoning Review Process (Village of Lincolnshire)

Director of Community Development McNellis summarized the request stating it would improve processes and implement consistency and reliability for developers and create a positive environment for economic development by defining the zoning review process.

Trustee McDonough commented on the concept or preliminary review and stated when a petitioner comes sometimes we are required to give them due process and other times it is just a conceptual discussion

wanting input and feedback. Trustee McDonough suggested documenting conceptual review versus formal legislatively required due process noting it would be important in any update to the Code.

Village Attorney Simon asked if the Board would be interested in limiting the types of applications the Village Board sees at referral or leave it as broad as it is currently. Trustee Brandt noted the process is not overwhelming and suggested leaving it as is.

There was a consensus of the Board to refer the consideration of changes to the Village of Lincolnshire Village Code pertaining to the Village's zoning review processes to the Zoning Board for consideration and recommendation.

3.2 Finance and Administration

3.21 Consideration and Discussion of a Proposed Intergovernmental Agreement with Lincolnshire-Prairie View School District 103, Lake County, Illinois for the Use of Rivershire Nature Center (Village of Lincolnshire and School District 103)

Village Manager Burke noted the proposed Intergovernmental Agreement is based on a similar agreement first initiated in 2008. The existing agreement needs to be updated and will add flexibility to District 103 to use the nature center for additional programming during the year, every school day.

Trustee Feldman asked if this would change insurance for the Village. Village Manager Burke noted the insurance would not change.

Village Attorney Simon asked if the proposed agreement would be continued as year six or would start with year one. Village Manager Burke informed the Board the agreement would start from year one with the option to extend.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.3 Public Works

3.31 Consideration and Discussion of a Professional Services Contract with AECOM, for Phase 2-Final Engineering and Phase 3-Construction Observation for the Lincolnshire Creek Erosion Mitigation Project in an Amount Not to Exceed \$55,500 (Village of Lincolnshire)

Assistant to the Director of Public Works Woodbury provided a summary of the request.

Trustee McDonough asked if the budget numbers would be accurate to

finish the project. Village Manager Burke noted the project would be discussed in the next budget process for 2014. Trustee McDonough asked if the remaining budget amount would be rolled into the new budget. Village Manager Burke confirmed the remaining budget amount would be rolled over to the next fiscal year budget.

Trustee Grujanac suggested residents continue to be updated. Village Manager Burke noted staff had met with residents in the field to discuss the anticipated project scope and additional meetings are expected to keep the residents informed.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.4 Public Safety

3.5 Parks and Recreation

3.51 Consideration and Discussion of a Park Board Recommendation to Approve a Fall Lacrosse Program at North Park (Lincolnshire Sports Association)

Assistant to the Director of Public Works Woodbury provided a summary of the request and stated this request would be similar to the Field Hockey program.

Mayor Blomberg asked if the program would affect the schedule. Assistant to the Director of Public Works Woodbury noted the approval would not affect the schedule.

Trustee Brandt noted in recent conversations with Lincolnshire Sports Association (LSA), members of the LSA Board had indicated they would prefer Village staff complete the dugout cover project including painting. Trustee Brandt noted LSA indicates they do not feel they will have the needed volunteers for this project as they had previously envisioned.

Trustee Brandt noted Bob Gregory has been instrumental with North Park and many other areas in the Community and suggested naming the pavilion at North Park after Bob and Pat Gregory or honoring them in some way. Trustees McDonough and Grujanac suggested naming it "The Gregory Pavilion". Mayor Blomberg suggested talking to LCA, LSA and the Park Board regarding the request.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.52 Consideration and Discussion of a Park Board Recommendation to Approve a Request by The Village Club of Lincolnshire to Use North Park for a Charity Fundraiser on Saturday, September 28,

2013 (The Village Club)

Assistant to the Director of Public Works Woodbury provided a summary of the request.

Trustee Brandt suggested registering the event under Cystinosis Research Network (CRN). Village Attorney Simon informed the Board, if registering under CRN, it would change the classification and raise the field usage fee. Trustee Brandt asked why a permit is required. Village Attorney Simon stated an organized event of thirty or more people requires a permit under the Village's Code. Trustee Brandt suggested partnering with LSA or other organizations to apply for the permit so the reduced fee would be applicable.

Susie Durlacher, representing the Village Club approached the Board and noted they would like the fee to be waived for the use of the field since all the proceeds are going to a charitable organization.

Village Attorney Simon noted the Village Code does permit the Village Board to waive the fee for picnic permits; however, there is no provision in the Code for the waiver of the field usage fee. Village Attorney Simon noted the Village Club could partner with LSA so the reduced fee would be applicable or the Village Board could consider amending the Village Code.

A discussion regarding field usage and fees followed. It was the consensus of the Board to treat this as a picnic and for the Village Club to apply for a Picnic Permit and the required fee would be waived. Village staff would then process the Picnic Permit application in accordance with the Village Code.

Village Attorney Simon asked about catering and suggested working with the Police Department regarding the sale of alcohol if any is planned for the event.

It was the consensus of the Board to treat this as a picnic permit, waive the picnic fee and for staff to process accordingly.

3.6 Judiciary and Personnel

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS

Village Manager Burke noted a request was received from Stevenson High School regarding their annual Spirit Day fireworks display. Under the Code the Village Manager has the authority to approve fireworks displays as long as they are a designee of the Village. In the past the Village Board has given the direction to permit Stevenson High School to serve as the Village designee for this annual fireworks permit. The Board approved moving forward with the request from Stevenson for the

Spirit Day fireworks display and for Stevenson High School to act as Village designee for the permit.

Trustee Brandt thanked the Police Department for working with Boy Scout Troop #78 to earn their badges at National Night Out. Trustee Feldman thanked the Police Department as well for making an effort for an increased presence in her neighborhood in recent weeks.

6.0 **EXECUTIVE SESSION**

Trustee McDonough moved and Trustee Grujanac seconded the motion to go into Executive Session for the purpose of discussing personnel. The roll call vote was as follows: AYES: Trustees Brandt, Feldman, McAllister, McDonough Servi and Grujanac. NAYS: None. ABSENT: None. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 8:23 p.m. and came out of Executive Session at 8:45 p.m.

7.0 **ADJOURNMENT**

Trustee Grujanac moved and Trustee Feldman seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 8:46 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk